

Mountain Home Kindergarten

Pat Lundahl, Principal *plundahl@mtnhome.k12.ar.us*
1310 Post Oak Road
Phone 425-1256 Fax 425-1090

Nelson-Wilks-Herron Elementary

Lori Loggains, Principal *Dr. Mike Breton, Assistant Principal*
lloggains@mtnhome.k12.ar.us *mbreton@mtnhome.k12.ar.us*
Grades 1, 2, & 3 618 North College
Phones: North Wing 425-1241 Fax: 425-1264 South
Wing: 425-1251 Fax 425-1219

Mission Statements Mountain Home School District Mission Statement

The Mountain Home School District recognizes that our world is increasingly diverse and technological. We are committed to providing a safe environment in which we prepare students for their roles in society.

We will provide:

- Mastery of a comprehensive curriculum
- Responsible citizenship
- Appreciation of cultural diversity
- Resourceful learning habits
- Physical and emotional well-being.

Mountain Home Kindergarten Mission Statement

We will provide opportunities for all children to participate in age-appropriate activities in order to benefit the whole child in a safe, nurturing, "KIDS FIRST" environment.

Nelson-Wilks-Herron Mission Statement

Nelson-Wilks-Herron Elementary recognizes that our world is increasingly diverse and technological. We are committed to providing a safe environment in which we strive to inspire our students to be the best they can be as we prepare them for their role in society.

We will promote:

- Success of an academic curriculum focusing on literacy, math, problem solving, and higher order thinking skills.
- Technology skills.
- Responsible citizenship.
- Appreciation of and respect for our multi-cultural world.
- Productive learning habits.
- Physical and emotional well-being.

School Motto: "Be The Best You Can Be."

Principal Letters

Mountain Home Kindergarten

Dear Parents,

Your child is about to begin the first steps in the educational process much like the first steps taken when learning to walk. As your child begins this process, you may be experiencing many emotions at the anticipation of this event that is about to occur.

The teachers and I want to help you and your child through this transition time and reassure you that we have planned wonderfully exciting things for this year.

This handbook has been designed to inform you of policies in the organization of our school. Children are assigned to each class randomly by date of birth so that the class is equally balanced with very young to older kindergartners. No teacher requests are granted at Mountain Home Kindergarten, for this reason. You may have further questions, so do not hesitate to call the office with inquiries at 425-1256.

Pat Lundahl, Principal

Nelson-Wilks-Herron

Dear Parents,

We look forward to the opportunity to work with you and your child this year. This handbook has been prepared especially for you. Hopefully, it will answer many questions you might have concerning Nelson-Wilks-Herron and the Mountain Home Schools.

Our experienced staff is dedicated to providing a creative, exciting learning environment for your child. Information included in this handbook should familiarize you with various rules and procedures for this school. The names of the quality people working to make Nelson-Wilks-Herron Elementary a caring and comfortable academic atmosphere are also included.

Please keep this handbook for future reference. If we can be of assistance in meeting your child's educational needs, do not hesitate to contact us.

Lori Loggains, Principal

Mike Breton, Assistant Principal

Mountain Home School District Staff & School Board

Office of the Superintendent

Steve Singleton 425-1201

Assistant Superintendent

Dr. Donald Quinn 425-1201

District Business Manager

Jann Arnold 425-1201

**District Technology
Coordinator**

Dianne Martin 425-1215

Food Service

Debbie Braunagel 425-1225

Gifted & Talented Education

Steve Bergman, Coordinator

Parent Center

Angie Wilhite 425-1241

Special Education

Jill Simpson 425-1247

Transportation

Richard Padgett 425-1240
*(Our buses are equipped with radios
and the drivers can be reached during
their route for an emergency.)*

Volunteer Program

Pat Lundhal 425-1256

Student Equity Coordinator

Steve Bergman 425-1201

Supervisor of Auxiliary Services

Mike Walker 425-1255

Title I Services

Sondra Monger 425-1201

**Questions Concerning:
School Policy (Academic or
Behavioral)**

Call your child's principal.

Child's Work or Behavior:

Call your child's teacher at school. If the teacher is engaged instructionally, a message will be taken for the teacher to return your call.

Mountain Home School Board

President James Madison (2002)

Vice President Linda Pitts (2004)

Secretary Neal Pendergrass (2003)

Bob Byrd (2005)

Mark Hollingsworth (2002)

Mark Milholland (2005)

Nell Ponder (2004)

K-3 FACULTY

Below are listed the names of those serving in the K-3 schools that will be involved in providing various services for your child. These are the valued individuals who will be working together as a school team to provide the best services possible for your child.

Mountain Home Kindergarten

Principal Pat Lundahl

SPECIALISTS

Counselor
Sharla Patrick

ESL & Hearing Impaired

Carolyn Geffken

Media Specialist

Pat Cheatham

Music

Darlene Pendergraff

Physical Education

Linda Alger-Saksa

Preschool Speech Therapist

Bernadette Godwin

Speech

Kathy Ducker

Christy Almond Rm

17

Kellye Cannon

Rm 1

Leah Cotter Rm

14

Kim Crecillius Rm

10

Tana Fancher Rm

18

Tammy Goeke

Rm 6

Lesa Henderson Rm

16

Anita King Rm

19

Sylvia Owens Rm

12

Donna Powell

Rm 3

Dana Rowlett Rm 5

Kathye Shy Rm 9

Charlotte Stroud Rm

11

Carolyn Whisenant Rm

7

Preschool Instructor

Joan Hunn

SUPPORT FACULTY & STAFF

Office Manager

April Flowers

Nurse

Shirley Rohr

Paraprofessionals

Linda Denton, Title I

Shirley Dillard, Preschool

Garnet Malatesta, Title I

Michol Milawski, CPS

Elizabeth Wise, Preschool

Vicky Williamson, Title I

Food Service

Tana Sullins, Manager

Debbie Jones

Glenda Hester

Building Maintenance

James Adams

Darren Crawford

CLASSROOM TEACHERS

Nelson-Wilks-Herron Elementary

Principal Lori Loggains

Assistant Principal Dr. Mike Breton

FIRST GRADE

Beth Allen B5

Tammy Barnes

B3

Lori Bridges B7

Twila Case B1

Pam Cash B11

Eden Cowart B12

Kaye Hollingsworth A6

Jayne Huber B10

Christy King A4

Laura Knox A5

Rita Lewis A1

Suzanne Mell A2

Judi Nail B9

Kristin Seawright A3

SECOND GRADE

Patti Bell C3

Jeanette Darr D8

Susan Henderson B2

Sondra Hoffman C5

Chris Horne D6

Libby Kidd C2

Mary Ellen Kressin D6

Pat Markowski

D5

Melanie Paden

B4

Linda Pierce B6

Paula Tucker D4

Mindy Williams D3

Martha Wedgeworth B8

THIRD GRADE

Pat Caldwell F2

Carol Copeland

F6

Sharon Dibble E4

Eloise Dwyer E6

Kathy Fowler F7

Roxanne Johnson F3

Barbara Mearing F5

Nancy Milholland F1

Gena Smith E10
 Wendy Spivey F9
 Kathy Williams F8
 Deb Zwicker E8

**SPECIALISTS
 CPS Classroom**

Joe Grabowski D10

Resource

Diane Simonds C1

Lisa Thaxton E7

Media Specialists

Peggy Seay NW
 Melissa Steiner SW

Music

Gail Snyder E9
 Terre Ware SW

Speech

Kathy Ducker
 Jan Jones E3B
 Marcie Burnham D2B

Gifted & Talented

Joy Bigham E5

Special Education

Jill Czanstkowski D9
 Nora Regan D7

Counselors

Terry Berry C8
 Nadine Bussard C7

Nurse

Donna Blevins

Family Services
 Vicki Garner

SUPPORT STAFF

Office

Pat Hickman-Manager, SW
 Colleen Johnson-Mgr., NW
 Sheila King-SW
 Kay Mason-NW

Parent Center

Angie Wilhite E1

Paraprofessionals

Sandy Almond, Title I
 Linda Bauer, Title I
 Lisa Carpenter, Title I
 Pat Martin, Title I

Jane Ritter, Special Ed
 Nancy Russell, Title I, CPS
 Barbie Wells, Special Ed

**Computer Lab
 Managers**

Jean Dewey C6
 Kathy Nichols C4

Physical Education

Linda Alger-Saksa
 Lori Manchester

Food Service.

Joan Hodges, Manager NW
 Gladys Sinks, Manager SW
 Rosetta Brown, NW
 June Crawford, SW
 Dorothy Dial, NW
 Elisabeth Jones, SW
 Jan McManigal, SW
 Millie Minge, NW
 Joyce Parker, SW
 Joyce Stewart, NW

Building Maintenance

Jim Biggers, Ed Kostachek
 Joe Jones, Huey Wilhite,
 Bob Webb, Mary Fran
 McNabb

Partners In Education

P.I.E. volunteers work in close cooperation with principals, teachers, and the community in general:

1. To make public education more effective for the pupils, the schools, and the community.
2. To assist the professional staff in their responsibilities of giving needed service to students.
3. To enrich the experience of pupils beyond what is available in school.
4. To build better understanding of schools and their programs among citizens, and to stimulate widespread support for public education.

P.I.E. BOARD OFFICERS

President

Mollie Morgan 425-6166



Treasurer
Pat Lundahl 425-1256

District Coordinator
Pat Lundahl 425-1256



BUILDING COORDINATORS

Kindergarten
Cindy Wilber 425-2806

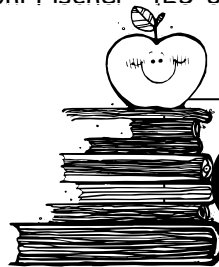
Nelson-Wilks-Herron
Tracy Dunn 425-4679

Guy Berry
Sara Zimmerman 425-2010

Pinkston Middle School
Renaë Robinson 425-7210

MHJH
Cindi Floyd 425-5654

MHHS
Toni Fischer 425-3995



Curricul

Kindergarten Beliefs

It is our belief that students develop a good self-image and a good start toward reaching their potential when the school:

- Provides opportunities for developing whole personalities through:
 - a. First-hand experiences in social relationships
 - b. Physical development of large and small muscles
 - c. Finding acceptable outlets for emotions
 - d. Stimulating experiences which encourage thinking and problem solving
- Stimulates language development through hearing and using language
- Develops an awareness of the five senses
- Encourages independence
- Increases knowledge and to develop a sense of curiosity through first hand experiences
- Provides experiences with children the same age
- Encourages development of a positive attitude toward teachers, school and learning
- Advocates and facilitates independent reading and writing

Nelson-Wilks-Herron Beliefs

All classrooms provide quality instruction for students. All classrooms will provide reading instruction to students. Grades 1-3 will instruct students on an individualized reading level. Some students will travel to the classroom of the teacher of his/her reading level to receive instruction. Other classroom teachers will work as teams to provide a solid academic program for your child.

All children will receive special instruction each week in music, library, physical education and technology. Students with special learning or speech problems may receive individualized instruction either through our special education resource specialists or paraprofessionals.

Each child brings with him his/her own unique interests, maturity and level of motor skills. It is our belief that we strive to cultivate each child's potential to the fullest. Every parent must assume responsibility to help their child strive to do his/her very best. Educational research shows that students are more successful when parents are involved and supportive of their children in school. We ask for your interest, cooperation, and support as we join with you in helping to educate your child.

Both campuses are designated as School-Wide Title I Programs. Kindergarten and Nelson-Wilks-Herron have paraprofessionals assisting students in the areas of math and reading. These services are funded through federal grants within the Title I program.

Kindergarten

Upon entering school a child's whole life style may change. He/she will be caught up in a schedule unlike any he had before. Parents should find out and tell him/her what these new school days will hold. Parents may need to change their own schedules in order to help the child adjust. The child will have to share his teacher's attention with a large group of children, many of whom are strangers. It might help if he/she knows other children are feeling the same way he does. A teacher has many demands on her time during a busy school day. It helps if children already know how to put on coats and boots and how to take care of themselves in the restroom. They won't have to wait for help and perhaps miss some enjoyable activities.

Your child will feel more comfortable in school, if he/she can take care of basic personal needs.

Please help your child with the following:

1. Tie shoes, put on and take off outer clothes without help.
2. Know first and last name, parent's names, address, telephone number.
3. Use the bathroom properly, wash hands.
4. Keep track of personal property.

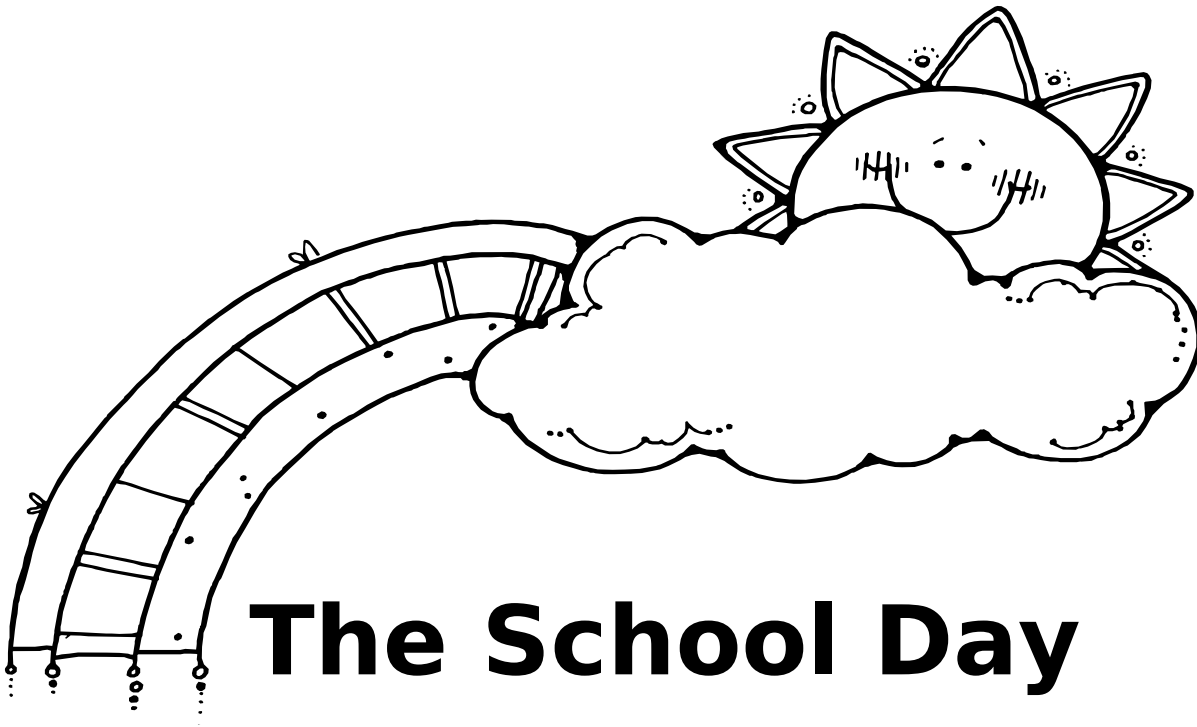
Remember, if your child can master these before starting school, we can all concentrate more fully on the most important thing we do...seeing that your child gets the best possible education.

Helpful Hints

1. Please LABEL EVERY ITEM that your child brings to school. This includes HATS, COATS, LUNCH BOXES, ETC.
2. See that your child has necessary supplies, such as requested by the teacher. See that necessary forms and reports are returned promptly. Take a continuing interest in your child's school work.
3. Each Friday Show and Tell items brought to school should be of educational value.
4. Classroom snacks need to consist of fruit or packaged goods due to Health Department guidelines.

Starting School

How each child is prepared for "his/her first day of school" will largely determine how he/she manages the excitement of new activities and whether he/she will enjoy the independent responsibilities that come with being away from home. To encourage independence, sets of twins will not be placed in the same classroom.



The School Day

School opens at 7:30 a.m. Students are not to arrive at school before 7:30 a.m., as there will not be a teacher on duty. Please do not drop off students before staff will be on duty to supervise students. All students should be in class by 8:00 a.m. The school day begins at 8:00 a.m. Please see to it that your child arrives at school at the proper time.

Nelson-Wilks-Herron: Students are to report to their assigned waiting room or cafeteria for breakfast in the mornings.

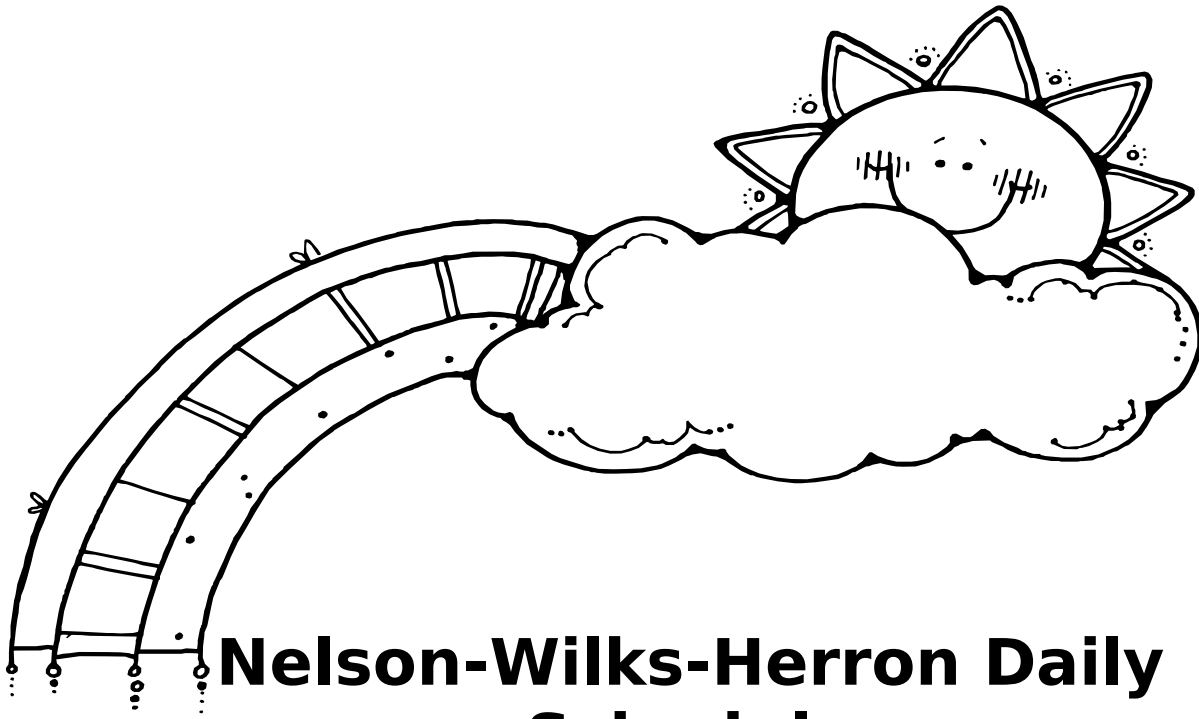
Kindergarten Daily Schedule

School opens at 7:30 a.m.
(Students are not to arrive at school before 7:30 a.m.)
Morning Bell Time: 8:00 a.m.
(Students begin work in the classroom at this time.)
7:30-8:15 A.M. Breakfast will be served.

Morning Recess: 10:05-10:20
Afternoon Recess: 1:30-1:45
Lunch Serving Times: 10:30-12:40

DISMISSAL TIME

3:00 p.m. Bus Dismissal
3:00 p.m. Car Riders & First Bus Loading Students
3:00 p.m. Dismissal of Second Bus Loading Students to the Cafeteria
Second loading buses begin leaving around 3:30 p.m.



Nelson-Wilks-Herron Daily Schedule

School opens at 7:30 a.m.
(Students are not to arrive at school before 7:30 a.m.)
Morning Bell Time: 8:00 a.m.
(Students begin work in the classroom at this time.)
7:30-8:00 Breakfast will be served.

1st Grade Recesses: 10:45-11:00 2:05-2:20
2nd Grade Recesses: 11:40- 11:55 1:05-1:20

3rd Grade Recesses: 9:55-10:10 1:35-1:50

Lunch Serving Times: GROUP 1 10:50-11:02
GROUP 2 11:40-11:52
GROUP 3 12:20-12:30

DISMISSAL TIME

3:00 p.m. Car Riders & First Bus Loading Students
3:00 p.m. Dismissal of Second Bus Loading Students to the Cafeteria
Second loading buses begin leaving around 3:30 p.m.

Attendance

- Daily attendance is taken from 8:00 -8:15 a.m. Students must bring a note from home giving the reason for each absence before make-up work will be accepted.
- Late arriving or early departing students report directly to the office to obtain an admission/departure slip.
- Students are required to attend school 155 days in order to receive credit for work.

In accordance with Arkansas State Law the Mountain Home School district has established the following attendance policies:

I. Absence Categories

A. Third Party Documentation:

Third party documentation is defined as verification from a physician or similar medical professional, verification of catastrophic circumstances such as a funeral, or legal documentation from an attorney, judge, or other court official. Parents are encouraged to retain copies of all third party documentation. A copy will be kept by the attendance office. The Mountain Home medical community has requested that third party documentation be obtained during the patients' visit. Third party documented absences will not be counted against the eight day maximum absence limit per semester.

B. Parent/Guardian Documentation:

Parents may provide written notes to the school regarding the day(s) the child is absent. These notes are helpful but such absences are still counted in the eight day maximum. NO PHONE CALLS ARE NECESSARY.

C. Truancy:

Absence without approval of any kind.

II. Administrative Procedures: (Per Semester)

- A. Upon the 4th absence not verified by third party documentation, parents/guardian will be mailed an informational letter regarding the absences.

- B. Upon the 9th absence not verified by third party documentation, the parent/guardian will be mailed a letter, and AS DICTATED BY STATE LAW, the district will notify the prosecuting authorities (Baxter County Juvenile Services).
- C. Upon the 20th absence, **REGARDLESS OF DOCUMENTATION**, the district will notify the prosecuting authorities (Baxter County Juvenile Services).

III. Credit/Retention:

Grades K-8: Excessive absenteeism may result in **RETENTION**.

Quality Instructional Time

Quality instructional time is a priority. Students engaged in learning deserve a non-distracting environment. Intercom interruptions will be minimized as much as possible. When parents routinely deliver the child late, or pick them up early, the child's academic and social progress is endangered. Some in-class activities are impossible to be completed as homework and thus grades suffer and retention may become a factor.

Extracurricular and non-instructional activities will be limited to minimize interruptions of the classroom instruction. Grades K-3 can have no more than ten absences for extracurricular activities per school year. The Principal may decide, if special circumstances exist, to waive the number of allowed absences per school year for extracurricular activities participation.

Distribution of Flowers, Balloons and Other Special Gift Items

Gift items are to be delivered to the school only after 2:00 p.m. on school days. Please remember that students are not allowed to ride buses with these gift items that often create a distraction and danger to the bus driver and other students.

Edline

Edline is a computerized educational communication tool used by the teacher, parent, and student. The uses of Edline are supplying the parent/student with current academic progress, supplying the parent/student with current assignments, and providing the availability of e-mail addresses for parent to teacher communication. Edline can be accessed at www.edline.net which is a secure site that requires an access code when used by a parent/student. Parents/students will be given their personal access code during the first few weeks of the school year.

Homework

The importance of homework cannot be overly stressed. Mastery of basic skills needed in education must be monitored and maintained constantly. In order to reach this goal, the Six Year Planning Committee used the philosophy that homework is important and necessary in order for students to develop critical thinking skills needed in everyday life. Part of education is developing responsibility that is reinforced by developing good independent study habits. Therefore, teachers should stress work appropriate for the home rather than schoolwork to be done at home.

The Six Year Planning Committee also has taken into consideration the individual differences and needs of pupils. Therefore, it is unsound to require or expect all pupils to experience the same kind of homework in connection with their school instruction. Purposeful homework varies from day-to-day depending upon the educational instruction and need. The teacher should consider the ability of the students in assigning homework.

In performing this task, the building principals should establish specific guidelines to coordinate teachers concerning homework. In setting guidelines, building principals should guard against excessive homework that is deemed undesirable and inexcusable.

In establishing guidelines for homework, building principals have incorporated and ensured the following purposes:

- | | |
|--|---|
| 1. To reinforce what was learned in class. | 5. To study independently a topic started in class. |
| 2. To practice what was learned in class. | 6. To visit libraries. |
| 3. To finish what was started in class. | 7. To explore new fields. |
| 4. To research a topic chosen in class. | 8. To encourage reading. |

In conclusion, homework is an extension of the regular school day. Therefore, whenever homework is given, it should supplement, complement, and reinforce classroom teaching and learning. It

should not be given unless the students have been instructed in how to do the work, as this leads to criticism of the teacher and the school and is unfair to the student. Homework should not be used by teachers as a disciplinary measure.

Recommendations For Homework By Grades From The Six Year Planning Committee

Times below are estimates in consideration of varied student work rates.

K-1-2: Independent homework is not appropriate for grades K-2. Parent-assisted study is recommended.

(**Rationale:** This age group requires supervision in their work. Students at this age are eager to read to their parents the stories in their readers or to show parents what they can do in arithmetic, drawing and other school subjects. This attitude should be encouraged by both parents and teachers. It should be understood that if a child in these grades does not finish work at school, it may be advisable for the teacher to send that work home for parent supervision in completion.)

3rd Grade: Estimated 15 minutes at least two nights per week.

(**Rationale:** This age group should be introduced to the concept of homework but not overwhelmed. We also recommend this amount of time for grade 3 due to the necessity of constant emphasis of basic skills that have been learned or are in the process of being learned.)

Make-Up Work

Because teachers are involved in instruction of students it is difficult for them to stop everything and send make-up work home. For this reason we ask that you observe the following guidelines:

1. Make-up work should be requested before 9:00 a.m. or it may not be ready until the following day. Work may be picked up after 3:00 p.m.
2. If you know that your child is to be absent, please make arrangements in advance with the teacher to obtain schoolwork. For extended absences such as trips, etc, do not request specific assignments since the absence of instruction, the possibility of revised assignments, and incomplete or incorrect work often results in the work needing to be redone. In these situations, the teacher will provide areas of study for the child to read, study and practice.
3. Since teachers are very busy, please be sure your child **misses more than one day before** requesting **make-up work**. Teachers have duties during recess, lunch, before and after school. Duties may keep them from having free time to prepare make-up work until the end of the school day.

Report Cards

Students will be issued report cards on the Thursday following the end of each quarter. Parents will receive five (5) week progress reports each quarter **after** the first nine weeks. Report cards will be mailed to Non-Custodial parents upon request.

Grading Scale (Grs. 1-3)

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 & Below

AR Code 6-15-902 as amended by Act 1188 of 1993 established a statewide grading scale.



Student grades reflect academic achievement only. Extra points cannot be given for behavior, parent attendance at conferences, etc.

Parent-Teacher Conferences

Parent-teacher conferences will be held after the first and third nine weeks of school. Elementary school teachers shall meet with the parents(s) or guardians(s) of each student at least once a semester through a face-to-face parent-teacher conference, telephone conference or home visit.

All parents will be scheduled for a minimum of two conferences. It is important that the teacher talk with you about your child, and you talk to the teacher about your child. If you desire an immediate conference, you may make an appointment either by note to the teacher or by calling the school office to leave a message. **"Instant conferences"** during school hours take teachers away from instructional time and **cannot be held**.



School-To-Home Communications

Students will receive regular newsletters for delivery to their parents.

Nelson-Wilks-Herron: Newsletters will be sent at the beginning of each school week along with a weekly folder. Please discuss with your child the importance of bringing these communication pieces to you. We ask that you read them and respond appropriately. The computerized parent-school link of Edline is another helpful communication tool that is explained in the earlier Edline section.

Dismissal Of Students

- Parents must sign students out in the office anytime they leave school before regular dismissal time.
- *Unless a court has indicated otherwise by custody papers, we will release a student only to the parent(s) or emergency contacts indicated on the enrollment form. Photo identification may be required in some situations.*
- The school must have on file a copy of the legal custody papers before preventing a restricted person from visitation or taking the child from school.
- *We cannot accept the word of one parent over another without legal authority. People, other than parents, must have a certificate of guardianship on file in the office for children to attend school here.*
- Students will only be allowed to leave school with written parent permission stating reason, time and with whom the child is to leave.
- *Parents must send a note to the teacher if the student is to go home in some way other than the normal method.*
- Students who are to spend the night with a friend must have a parent note. They will not be permitted to call home and get verbal permission.
- ***The telephone at school is a business phone. Students will not be allowed to use the phone except in an emergency.***

Car Rider Information

Kindergarten Traffic Safety

The safety of children on the way to and from school is a vital concern to us. Walking conditions are always dangerous and we ask all parents and others who bring children to school to be extremely careful and watch for children who are walking. Also, if parents pick up children, please **do not drive or park at the BACK of the kindergarten** as it is for buses only. Please remain in the car line and drive through to pick up your child. Children will be dismissed from the office only if parents have a doctor's appointment. This it is to prevent congestion and confusion during dismissal since this is such a busy and hectic time. Parents need to encourage independence in their children by dropping them off at the end of the canopy in the morning rather than walking them inside.

Nelson-Wilks-Herron Car Unloading Procedure

1. Drop students off at the designated wing listed above.
2. Four students will unload at one time. Pull up to the space numbered 1 if you are first in the line of vehicles.
3. Students are **not to be at school before 7:30 a.m.** Staff is not on duty before that time. **Students should remain in cars until the 7:30 a.m. bell.**
3. Follow traffic directions listed above for Car Loading.

Nelson-Wilks-Herron Car Loading Procedure

The dismissal bell for walkers and car riders rings at 3:00.

1. Make one line of traffic only directly in front of pick up/drop off points.
2. Stay on the right side of the driveway.
3. Be careful pulling out of the driveway.
4. No double parking directly in front of the pick up/drop off point.
5. **Keep the cars moving so that four cars can load at the same time** in the loading zone. Pull up to the space numbered 1 if you are first in the line.
6. Please wait in the car for your child

7. **If your child is not ready** to leave, please promptly **pull out of car line** and check with the office staff.
8. Parents should not park on roadways other than those designated and expect students to cross traffic to get to cars.
9. **Students are to be picked up by 3:30 p.m.** At 3:30 parents are notified. Students left after 3:40 will have to be picked up in the office area.
10. Please notify the school office for any **changes before 1:00 p.m. to avoid last minute arrangements.**
11. Children are to be **picked up and dropped off at the designated wing** listed below unless other arrangements are made with the office.

North Wing: Bell, Caldwell, Copeland, Cunningham, Darr, Dibble, Dwyer, Fowler, Grabowski, Kidd, Hoffman, Horne, Johnson, Kressin, Markowski, Mearing, Milholland, Smith, Spivey, Tucker, Williams, and Zwicker

South Wing: Allen, Barnes, Bridges, Case, Cash, Cowart, Henderson, Hollingsworth, Huber, King, Knox, Lewis, Mell, Nail, Paden, Pierce, Seawright, Wedgeworth

North Wing entrance located off Coley Drive.

South Wing entrance located off College Street.

From 9:30 a.m. to 2:30 p.m. both wings are accessible from College Street.

Walkers

Students walking should be accompanied by an adult. It is an unsafe practice to have a young child of this age walking unattended.

Bicycles

Kindergarten: Kindergarten students may not ride bikes to school.

Nelson-Wilks-Herron:

- Students may ride bicycles to school and park them in the bike rack.
- Because of heavy traffic, **we encourage our students NOT to ride bicycles to school.**
- Students who are reported for unsafe riding will be reported to parents and may lose bicycle riding privileges.

Recess

1. Every student will go out to recess unless a note from a parent or doctor indicates otherwise. No student will be allowed to stay in from recess more than three days consecutively without a note from a doctor.
2. *Students must receive permission to re-enter the building during recess.*
3. When the playground supervisor blows the whistle to come in, all games will stop and students will line up in an orderly fashion.
4. *Each classroom will be responsible for its own equipment.*

5. Good sportsmanship will govern all games. Any conflict or disagreement will be handled by a supervising teacher.
6. *Contact sports, such as tackle football and King of the Mountain are prohibited.*
7. Students displaying unsportsman-like/ disrespectful conduct will be disciplined.
8. *Rainy day recess will be limited to classroom games. No running or throwing permitted.*

Hallways

- Students are to walk in a quiet and orderly manner.
- Students are to wait their turn in an orderly and quiet manner at the drinking fountain.

Field Trips

School sponsored trips and special activities will be supervised by teachers and parents. Notice will be given to parents in advance about student appearance, money requirements and any other relevant information about child safety and personal welfare. If you do not wish for your child to participate please contact your child's teacher. Extracurricular and non-instructional activities will be limited to minimize interruptions of the classroom instruction. Grades K-3 can have no more than ten absences for extracurricular activities per school year. The Principal may decide, if special circumstances exist, to waive the number of allowed absences per school year for extracurricular activities participation.

Lunchroom Rules and Behavior

- ◆ Prepared food may not be taken from the lunchroom.
- ◆ Sodas are not recommended, but may be brought with sack lunches to be eaten at lunch time. (Must be in a thermos, plastic container, or can. No breakable containers).
- ◆ Misbehavior such as yelling, popping bags, throwing items, disrespect or failure to follow directions may result in loss of a cafeteria privilege or require other discipline consequences.
- ◆ Students requiring juice in place of milk for lunch must have a note from their doctor on file with the school nurse before this can be provided by food service. Any other food allergies will be accommodated with Doctor documentation.

School Lunch Program

- **Lunch Prices:** \$1.00 per day for students in K-3.
 - **Breakfast Prices:** \$.55 daily for Grades K-3
 - **Breakfast will be served from 7:30 a.m-8:00 a.m. daily.**
 - **Lunch schedules vary from building to building.**
- Payment of Breakfast & Lunch**
- **Lunches are to be paid on Monday for the entire week.**
Kindergarten request: If you forget to send money on Monday, wait until the following Monday and send lunch money for two weeks.
 - Do not pay more than two weeks ahead.
 - **K-3:** Place money or check in labeled envelope. (Checks are safer to carry than bills & coins.)
 Label: Teacher Name _____
 Student Name _____
 Purpose _____
 Amount Sent _____

PLEASE KEEP LUNCH MONEY AND BREAKFAST MONEY SEPARATE!

Lunch money goes to the classroom teacher and breakfast money goes to the food service worker in the cafeteria.

- **MENUS:** The menu for the month will be sent home with each child and printed in the newspaper, on Cable TV channel 5.
- **MILK:** Students may bring their lunch from home and purchase milk for \$.20.
- **JUICE:** Juice machines are located in the NWH cafeterias. Juice may be purchased for \$1 from the juice machines.
- **CHARGES:** **In emergency cases only, students may be allowed a limited number of ticket charges.**
- **FREE AND REDUCED:** Free and reduced lunches are available to those who qualify. Please call the office to receive an application.
- **FOOD SERVICE:** Questions regarding food service may be directed to Debbie Braunagel at 425-1225.

Snacks & Food For Parties

Classroom snacks or food provided by parents for parties **must be prepared by facilities that have been approved by official state health inspectors.** Items allowed are those purchased at bakeries and grocery stores.

Personal Appearance

Success depends on many things. One factor is how one feels about how they look. We all desire for our students to experience success in school. We are hopeful that you will help your child with this factor to success. We urge that students dress not present health and safety hazards or cause disruption of the educational process.

Parents are responsible for seeing that their child is adequately dressed for school.

1. Students may not wear clothing, jewelry, or hairstyles that can be hazardous or disruptive to them in their educational activities:
 - No shoes with cleats or skates, avoid sandals that do not stay securely on the feet.
 - No bare feet
 - Long dresses are discouraged as they affect the student's ability to participate in recess and PE activities
2. Dress and grooming should not disrupt the educational process. For example:
 - A student shall not wear or use emblems, insignias, badges, or other symbols which distract other students, or otherwise cause disruption or interference with the operation of the school. This includes advertisements or symbols for alcoholic beverages, tobacco and or illicit drugs.
 - Tops must cover all of the torso (No bare-backs, or midriffs).
 - Mesh shirts and sweaters are permitted only if worn over an opaque solid garment.
 - Headwear, including hats, caps, scarves, and bandanas may not be worn inside the building.
 - Any article that could be used as a weapon or inflict injury. Example: choker or wallet chains, dog collars, large rings, etc.
 - Pants or shorts worn below the hips not permitted and no under garments showing.
 - Shorts/skirts should be mid-thigh or fingertip length.
 - Clothing, outerwear, pins, symbols, or insignia of prohibited organizations or gangs shall not be worn to school or at any school related activity.
 - No visible body piercing jewelry other than what can be worn in the ear.
 - Clothing such as overalls must be properly fastened as designed.
3. Common health and cleanliness dictates that the students and their clothing should be clean and adequate for the season.

Things To Leave at Home

- Radios, computer games, tape recorders, roller blades and other valuable items are not to be brought to school. These items are often lost or damaged.

- Games, toys, or pets, unless requested and approved by the teacher, should be left at home.
- Suspension or expulsion can result if firearms, knives, and other dangerous weapons are brought to school.

Contacting Your Child At School

Please inform your child before leaving home concerning your plans for the day, after school activities and rides home. In an effort to keep our students focused on learning tasks and activities, we try to limit intercom disruptions. Please limit your calls. If it necessary to check your child out of school before dismissal time, sign the register in the office and the school secretary will notify the teacher to release the child.

Label Students' Belongings

Please write your child's name in all clothing, lunch boxes (on the outside of box), and other personal belongings.

School Supplies

Kindergarten

The following supplies will need to be replaced from time to time.

1. Elmer's SCHOOL Glue, 4 oz. size (Be sure it is marked school glue, as it is water soluble)
2. Small box of 8 or 16 REGULAR size crayons
3. Blunt scissors (If your child is left-handed, be sure to purchase lefties)
4. Pencils-regular size
5. Pencil grips-Stetro brand
6. Tissues-large box
7. Watercolor paints-Prang or Crayola brand
8. Rest Mat- (tri fold red and blue)
9. Tote bag or book satchel
10. A change of clothes if parents deem necessary
11. Teachers may ask for additional items when school begins

Nelson-Wilks-Herron

A list of supplies will be posted at local variety stores and given to students by the classroom teacher.

Library

Marking in books or any other damage to books, will require that the student pay for the damaged book. If a student loses a library book, he/she will be required to pay the value of the book or replacement cost. A student will be allowed to check out two books for a period of two weeks. The students are held responsible for returning books on the date due.

School Visitors

Parents are welcomed visitors at any sessions after the first three or four weeks of school. These weeks constitute an important period of adjustment for your child. We extend a cordial invitation to you to visit and become acquainted with the activities of the classroom. Advance notice is not

mandatory, but is generally appreciated by the teacher. When you visit, please observe the following school policy:

1. *Sign the office register as you enter and leave the building. We have visitor tags for you to wear during your stay also.*
2. *Take a seat as unobtrusively as possible.*
3. *Do not plan to talk to the teacher at this time.*
4. *Please call for an appointment to discuss your observations, questions, comments, or compliments.*

School age children not enrolled in Mountain Home Public Schools are not permitted to ride buses or attend classes during the school day.

Emergency Closing

In the event that emergencies arise that might affect any individual building, or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close those schools affected. **School closings will be announced on all local radio stations (KTLO 97.9, KKTZ 93.5)**. Parents may pick up students at school any time after the Superintendent has announced the closing of school. **Please DO NOT call teachers, principals, or the superintendent to inquire about closings.**

Emergency Drills

From time to time emergency drills will be held to familiarize students with their assigned safety areas. The fire drill sound is an electronic tone and all others are verbal announcements over the public address system. Exit charts are posted by hall doors of every room. Other drills are held which require the students to remain in their classroom or in an assigned area of the hallway. These are not to cause alarm but to minimize uncertainty as we practice. Teachers are provided with a flip chart crisis plan.

Enrolling/Withdrawing A Student

At the time of enrollment parents will be asked to fill in the appropriate paperwork. Essential documents that must be provided are the student's: state issued birth certificate (Not the hospital certificate), Social Security card (or Personal Identification Number), and Immunization Record. School personnel will immediately copy your documents and return your originals. If there are legal restraints involved in your care of the child, you must furnish the school with the legal paperwork (Order of Restraint, Divorce Settlement, etc) to assist us in complying with the wishes of the court.

In compliance with AR Code 6-18-510 it is the policy of the Mountain Home School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district attended, a hearing before the School Board shall be held before that student may be enrolled.

Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his/her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his/her former district has expired.

ARE YOU MOVING? When it is necessary for you to withdraw your child from school, please notify the office at least two days in advance. This will enable our staff to complete the necessary papers and to collect library books that may be due.

Fund Raising Guidelines

Each school club, grade-level, department or organization shall be limited to a maximum of two fundraisers per year. All fund raising activities must be approved in advance by the building principal and placed on the district fund raising calendar.

The selling of candy by students for fund raising of any kind during the school day is prohibited.

As much as is feasible, fund raising activities should be conducted within the school building and, providing a service or an item of value to students, parents, community, etc. for the donations received.

The Mountain Home School Board has set the above guidelines.

Lost And Found

Every school has a designated area in which lost and found items are placed. Please feel free to check for clothing or other items that have not returned to your home. Most jewelry, watches, small items, etc. are taken to the office. If you cannot call about these items, please send a note with a description.

Medical Requirements & Guidelines

The school nurse maintains all school medical records, administers medications, and determines if a child is ill enough to be sent home. The nurse is not a substitute for the doctor. Recommendations will be made, but parents should take their child the doctor to answer any questions or concerns.

Immunizations

Students who enroll in an Arkansas public school must provide immunization documentation as follows** (AR Code 6-18-702):

- DPT (Diphtheria, Pertussis, and Tetanus)-three doses, one **must** be after the 4th birthday
- Polio-three doses, one **must** be after the 4th birthday
- MMR (Measles, Mumps and Rubella)-two doses, one dose **must** be after the 1st birthday
- Varicella-one dose before starting Kindergarten (or provide history of having chickenpox)
- Hepatitis B series-required for transfer students and students entering Kindergarten and 7th grade

Students who transfer from another school district are allowed 30 days to meet Arkansas immunization requirements. If the student cannot be vaccinated within 30 days because of the time intervals between doses dictated by the Center for Communicable Diseases, an "in-process" document must be presented for attendance. If a student does not produce documentation of additional immunizations per the schedule, the student must be excluded from school until

documentation is provided.

Physicals

A physical exam report is required for each enrolling kindergarten student (AR Code 6-15-202). The report is due no later than 30 days after enrollment. Additional information about physicals is available at Mountain Home Kindergarten.

Information Regarding Illnesses And Medications

Parents will be asked to come and get their children when the child appears to have an illness that could be contagious to other students or if the child is too sick to do school work. This will be left to the discretion of the school nurse. The following are some guidelines for a few particular medical situations.

Medicine: Medicine that needs to be given during school hours must be accompanied by a signed Medication Release Form (See APPENDIX). Students who require medication need to come to the office at the time their medication is due. Since there is not a nurse on duty full time at every school, secretaries often give the medicine.

A supply of adult strength (325 mgm. each) generic brand Tylenol is kept in the school office. Should any child need a dose of Tylenol for a bad headache or other discomfort, we will use our supply. However, we are required to get a parent's permission by phone.

Fever Illnesses: A temperature of 100 degrees usually means the child is ill enough that they do not feel up to school activities and may have an infection that could be passed on to others. Children with temperatures over 100 degrees will be sent home. We ask that you keep the child home until the fever is gone for 24 hours, especially if the child was sent home during the previous school day.

Chickenpox: Chickenpox is a highly contagious disease marked by a rash with a tiny raised center that later looks like a blister.

Signs and Symptoms (initial stage): 1. Slight fever 2. Feeling tired 3. Loss of appetite 4. Headache 5. Rash (a) First appears on back and chest, spreading to face, legs and arms. (b) Continues to make its' appearance for an average of 2-3 days (c) Itchy (d) In the beginning it looks like insect bites (e) Centers appear and develop a blister-appearance. (f) The blisters rupture and crusts form.

Exclusion/Readmission Students may return to school a minimum of 7 days after the rash appears. This is a state guideline. Please contact the school nurse of the date your child began breaking out with the rash.

Pinkeye: Pinkeye (Conjunctivitis) is an inflammation of the conjunctiva, the mucous membrane that lines the eyelids and extends over the eye. Pinkeye is caused by a bacteria, virus, allergy, chemical, or other irritants. Bacterial and viral pinkeye are transmitted by contact with the discharge from the conjunctiva or upper respiratory tract from infected persons or by contaminated fingers, clothing, or other articles. Pinkeye can spread rapidly through lower elementary classrooms where students sit closely together, share learning tools, love to touch and hug, and see little value in hand washing.

Signs and Symptoms Bacterial: 1. The white of the eye will look red or pink. 2. The lining of the eyelid will be reddened. 3. Sensitivity to light. 4. Blurred vision, that clears with blinking. 5. Sticky, yellow or greenish matter on the eyelashes. 6. Thick, yellowish, crusted drainage on eyelids upon awakening. 7. Feeling that something is in the eye and wanting to rub it. **Viral:** 1. Minimal itching. 2. Onset sudden 3. Initially, only one eye is involved. 5. White of eye red or pink and eyelid inflamed in one or both eyes. 6. Lots of tearing.

Exclusion/Readmission It is recommended that students who appear to have viral or bacterial pinkeye be evaluated by a physician for possible medication. It is the nursing staff's preference that all lower elementary students who have pinkeye remain out of school for as long as they are having yellow, sticky eye drainage. Older students who can maintain proper hygiene precautions will not be excluded.

Head Lice: This condition is an infestation of lice on the scalp. Lice are small insects about the size of a sesame seed. They are usually brown in color.

Signs and Symptoms: 1. Itching of scalp and/or back of neck. 2. Presence of a louse. 3. Presence of nits (eggs) on hair shaft (Nits resemble dandruff, but dandruff can be easily removed from the hair shaft and lice nits cannot). 4. Reddened areas around scalp, behind ears and neck.

Exclusion/Readmission: In accordance with the school district policy, students with head lice will be excluded until properly treated and all nits have been removed.

Mountain Home School District Head Lice Policy: First finding-Student is confirmed with head lice and sent home to be treated immediately. Nits must be removed before returning to school. Proof of treatment (i.e., box top of shampoo) must be shown upon returning to school. If student returns without being treated, he is immediately sent home. If treated and nits remain, a note is sent home to parents stating that the nits must be removed by the next day or the student will not be allowed to return to school.

Second finding-The student is sent home to be treated and have all nits removed. A note saying the child was checked at the Baxter County Health Department must be presented to the school nurse before returning to the classroom.

Help! Emergency! Injury! Illness!

If a serious accident should occur to your child while he/she is in school or he/she becomes ill... **WHERE ARE YOU? HOW DO WE REACH YOU?** Be sure the school always has your correct address, telephone number, where you work, and an emergency contact number. **PLEASE KEEP US INFORMED.**

Discipline

Policies & Procedures

Classroom

Each teacher has established specific rules for their classroom. These rules contribute to the learning environment of all students. Any distraction may prevent someone from learning and will be dealt with by the classroom teacher.

Teacher Responsibility

The teacher has the responsibility to correct the behavior of those students who are disrespectful of others.

The teachers are also responsible to enforce the Mountain Home K-3 Discipline Plan in relation to alcohol, drugs and paraphernalia, weapons, tobacco, fighting, gambling, theft, vandalism and willful defiance of school personnel.

Student Conduct

A pupil attends school so that he/she may develop his/her own individual capacities to his/her fullest. There are several things that a person must do to be a good citizen, these include:

1. being responsible for actions
2. be serious about studies and do the best that you can
3. be prepared daily and don't get behind on class work
4. respect other people's rights and property
5. build people up: eliminate "put downs" from mind
6. dress appropriately and practice good habits of hygiene
7. be proud of school and speak well of its teachers and your classmates
8. be a responsible student by doing daily and make-up work promptly
9. be an influence upon others: be happy, respectful, and receive the same from others.

Classroom Disciplinary Procedures

Much time and thought has been spent in establishing our discipline policy. Teachers, counselors, administration and parents formed the committee to outline our policy. We request that each parent/guardian read and discuss our policy with your child.

Kindergarten Classroom Disciplinary Procedures

1st Offense-Warning

2nd Offense-Loss of Privilege at Teacher's Discretion i.e. recess, free play.

3rd Offense-Principal/Student Conference

4th Offense-Parent Contact

Nelson-Wilks-Herron Teacher Disciplinary Interventions

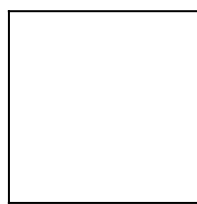
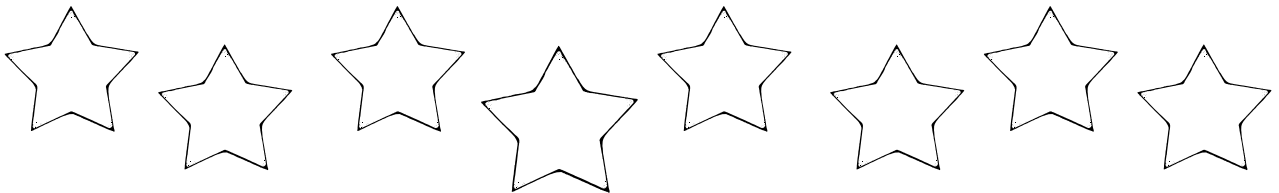
1st Offense Name on the board - Warning (No Verbal Warning)

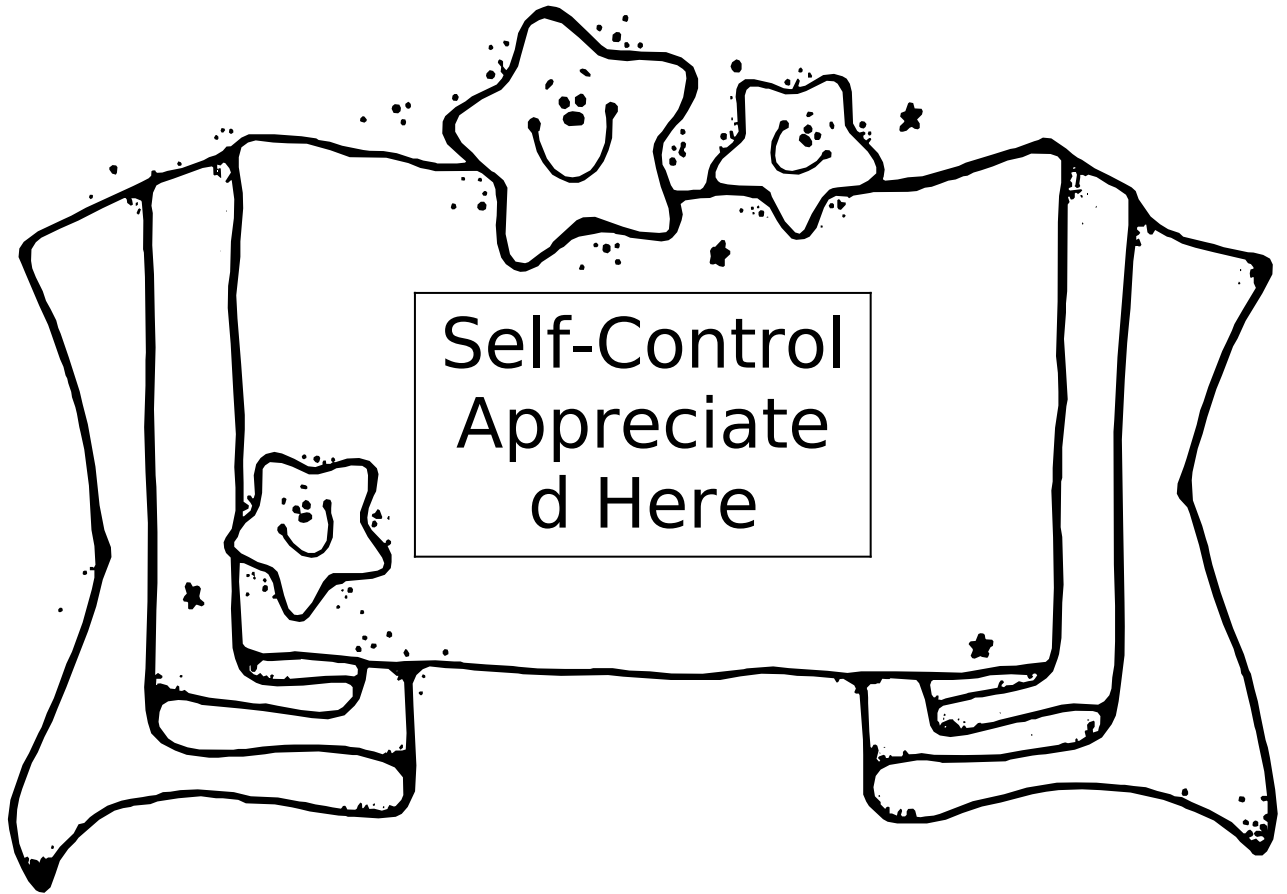
2nd Offense Name and one check - Miss Recess

3rd Offense Name and two checks - Intervention Method (Such as Detention & Note Home)

4th Offense Name and three checks - Discipline Referral to Administrator

1. *Teachers will handle minor or occasional situations in their rooms, but may contact parents, assign detention, or even in serious cases, refer the child to the administrator with a Discipline Referral. The student's offense and consequence will be recorded and sent home with the student. **Please sign and return.***
2. Students may be placed in detention for different reasons (i.e., failure to do required work). If a student receives a third detention a conference with the counselor will be scheduled to explore better ways of handling themselves. After a fourth detention a conference with the School Administrator will be held. **If a fifth detention within the semester is received, parents will be notified and the student will be assigned an after-school detention by an administrator and a parent/staff meeting will be held to plan for more success for the child.**
3. *The administrator may request a parent conference if a child continues disruptive behavior.*
4. The administrator may suspend a student for 1-10 days or until a conference with the parent or guardian assures a change in behavior.
(If a re-occurrence of the behavior is noticed, the student will be suspended and the parent notified.)
5. *Severe behavior could be reported to the juvenile authorities. If this is the case, the parent or guardian will be notified immediately.*
6. Corporal punishment is not an approved means of discipline in the Mountain Home School District and may not be used by any school personnel.





Administrative Discipline Plan

(AR Code 6-18-501 as amended by Act 1475, 1999)

Refer to the following **Student Conduct Descriptions** section of the handbook for detailed information concerning offenses.

Abbreviation Key: PC- Parent Contact

OSS-Out-of School Suspension

AD- Administrator's Discretion

JO-Juvenile Office Contact

OCS- Out-of Class Suspension
(Usually $\frac{1}{2}$ day in a neighboring teacher's room)

LEA-Law Enforcement Agency
(SRO, MHPD, BCSO)

Level 1:

Offenses listed in this section allow the administrator's discretionary use of a full range of disciplinary consequences from a warning to expulsion.

Administration will attempt to contact parents on office referrals. All suspensions require parent/responsible adult contact. Some offenses, depending on severity, may require notification of MHPD, and Baxter County Juvenile Office or both. Administration will make a reasonable, good faith effort to contact the parents when their child has been reported to, interviewed by, or taken into custody by law enforcement personnel and for other purposes. (Act 1217 of 2001)

Offense	Consequence	
A. Inappropriate Personal Appearance	AD	
B. Disrespectful/Disruptive Behavior	AD	
C. Failure to Comply	AD	
D. Tardiness-Late to School	AD	
E. Harassment	AD	
F. Sexual Harassment	AD	
G. Inappropriate Language, Gestures, Material	AD	
H. Habitual Failure to Complete & Turn in Work	AD, PC	
I. Extortion	*AD	
J. Gambling	AD	
K. Gang-Like, Gang, or Hate Group Related Activities (AR code 6-21-607)	AD	Zero Tolerance
L. Out-of-Bounds, Loitering	AD	
M. Skipping Class (Absent on Campus)	AD	
N. Dishonesty (Forgery, Cheating, Lying)	AD	
O. Safety Violations (Rough Play, Wrestling, Throwing Objects)	AD	
P. Vulgar, or Obscene Language, Gestures, or Material	*AD	
Q. Abusive or Threatening Behavior	*AD, PC	
R. Violation of District Technology/Internet Policy (AR Code 6-21-107 as amended by Act 912 of 2001)	AD	
S. Violation of Medication Administration Policy	AD	

* Some offenses, depending on severity, may require notification of law enforcement agencies.

Level 2: Offenses listed in this section allow administrator's discretionary use of a full range of disciplinary consequences from warning to expulsion. Consequences are minimums that may be exceeded by the administration.

Offense	Consequence
A. Truancy (Absent-Off Campus)	PC, JO
B. Unauthorized Possession or Theft of School or Personal Property	1 st Monetary Restitution 2 nd Monetary Restitution, S
C. Damage or Destruction of School/Personal Property	1 st Monetary Restitution and Parent Supervised Clean-up or Repair (Non-compliance will result in a 1 day suspension) 2 nd Monetary Restitution, OSS

D. Possession of Contraband (Except for health or other compelling reasons which must be approved by the building principal.) Act 1408, 1999	Warning, Confiscation, 1-10 OSS
E. Tobacco (Possession and/or Use) AR Code 6-21-609 as amended by Act 1108 of 1997	1 st Confiscation, PC 2 nd 3 OSS 3 rd 5 OSS
F. Refusal to Comply/Defiance	1 st Warning, PC 2 nd 1-3 Day S, PC 3 rd 1-3 OSS,PC
G. Fighting Act 1108, 1997	*1-10 OSS, PC
H. Verbal Abuse of School Personnel ** AR Code 6-17-106 as amended by Act 1565 of 2001	1 st Warning, PC 2 nd 1-3 OSS 3 rd 4-10 OSS
I. False 911 Call AR Code 5-71-210 as amended by 567 of 2001	10 OSS, MHPD

* Some offenses, depending on severity, may require notification of law enforcement agencies.

** The law states: "1) It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the performance of his or her duties , for any person to address a public school employee using language which, in its common acceptation, is calculated to: A) cause a breach of the peace, B) materially and substantially interfere with the operation of the school; or C) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. 2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less that one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500).

Level 3: The serious offenses listed in this section require parent contact and out-of-school suspension with possible prosecution and discretionary administrative recommendation for expulsion. All require, either by law or district policy, notification of local law enforcement, and contact with Baxter County Juvenile Office.

Consequences listed are MINIMUMS THAT MAY BE EXCEEDED if necessary by administration.

Offense	Consequence
A. Weapon, Dangerous Object (Possession, Intent or Use)	1-10 OSS to EXPULSION, JO LEA
B. Major Disruption or Fight	1-10 OSS to EXPULSION, JO, LEA
C. Physical abuse, Assault or Death Threats to School Personnel, or Students (Act 1046 of 2001, Act 1520 of 1999)	1-10 OSS to EXPULSION, JO, LEA
D. Explosives, Fireworks (Possession or Use)	1-10 OSS to EXPULSION, JO, LEA

E. False Fire Alarm, False Bomb Threat (Act 567 of 2001)	10 OSS to EXPULSION, JO, LEA
F. Arson or Attempted Arson	10 OSS to EXPULSION, JO, LEA
G. Possession of Illegal, Misrepresented, or Misused Substances (Administrative discretion will be used of medical release items.)	1-10 OSS, JO, LEA
H. Distribution of Illegal, Misrepresented or Misused Substances	10 OSS, EXPULSION to PERMANENT EXPULSION, JO, LEA
I. Possession of a Firearm Required by AR Code 5-73-119, Act 1282 of 1999, AR Code 6-18-507, Act 1150 of 1999 (Superintendent has discretion to modify on a case-to-case basis.)	10 OSS, 1 Year MINIMUM EXPULSION, LEA

NOTE: A student may serve a maximum of 2 days of Out-of-Class Suspensions. After a total of 2 days has been reached, Out-of-School Suspensions will become mandatory.

Student Conduct Descriptions

All pupils are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. The following activities are considered improper conduct and will subject the pupil to disciplinary action. Such improper conduct will be addressed whether it occurs at school events off, or on school property (including buses), before, during, or after school hours.

Level I Offense Descriptions

- A. **Inappropriate Personal Appearance** (See personal appearance section on page 19.)
- B. **Disrespectful/Disruptive Behavior**
- C. **Failure to Comply with Directions or Commands.**
A pupil shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, administrative personnel, superintendents, school bus drivers, school resource officers, or any other authorized school personnel.
- D. **Tardiness-Late Arrivals, Early Departures**
Arkansas Department of Education Standard V. A. 4, requires pupils to be engaged in instruction for an average of 360 minutes per day. When a student or parents display a

pattern of late arrivals or early departures the student comes into violation of that standard and the administration will be notified. Administrative follow-up actions range from verbal contact with the parents to contact with a law enforcement agency.

E. Harassment

Harassment of others will not be permitted. Harassment shall be considered any act that intentionally and repeatedly causes another to become embarrassed, ashamed, angry, or uncomfortable (AR Code 5-71-208). Harassment may be physical, verbal, or merely unwanted /intimidating looks directed at a person for the purpose of initiating an emotional response. Students are encouraged to report harassment.

F. Sexual Harassment

Sexual harassment is when a student makes unwelcome sexual advances, requests sexual favors and other inappropriate oral, written, or physical conduct. Examples of prohibited conduct are: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, suggesting or demeaning sexual involvement accompanied by implied or explicit threats concerning one's safety, popularity, reputation, etc, displaying pornographic material, inappropriate patting or touching, intentional brushing against another's body, or any sexually motivated unwelcome touching.

Any person who alleges sex discrimination or sexual harassment by a student is encouraged to complain directly to the building principal, guidance counselor, or to the Equity Coordinator, Mr. Bergman at 425-1201. Any teacher that becomes aware of such acts or alleged acts must report to at least one of these persons.

Upon receipt of a complaint the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may

include termination or non-renewal. For further details regarding complaints see the section titled Sexual Harassment Policy.

G. Inappropriate Language, Gestures, Materials

H. Habitual Failure to Complete and Turn in Work

I. Extortion

No student shall intimidate others for food, money, protection, etc.

J. Gambling

A student shall not participate in any activity that may be termed gambling or wagering where the stakes are money or any other object or objects of value.

K. Gang-like, Gang, or Hate Group Related Activities

Unlawful student organizations (fraternities, sororities, secret societies, gangs or hate groups) are not permitted. (AR. Code 6-18-603) No student shall promote gang membership or gang or hate group activities by the wearing of gang-style clothing, the display of gang symbols or gestures.

L. Out of Bounds, Loitering

Students are considered out of bounds if they enter any area other than is dictated by their normal schedule. Students are not to loiter before or after school within 100 feet of school property (AR Code 6-21-607).

M. Skipping Class (Absent, on Campus)

N. Dishonesty (Forgery, Cheating, Lying)

O. Safety Violations

Dangerous play that endangers others such as "smear- type" games, tackle football without pads, rough play, wrestling, "slap boxing", or throwing objects, etc will result in disciplinary consequences. Students should never place their arms or hands around another person's neck as this could result in serious injury.

P. Vulgar or Obscene Language, Gestures, or Material

Q. Abusive or Threatening Behavior (Verbal, Physical)

Students should refrain from threats of physical harm to any person. Insinuations of death or harm to another are prohibited. Threats in some circumstances are felonious acts and a severe violation of school rules. Appropriate action (ranging from parent conference to expulsion with police involvement) will be taken upon report of all threats. This includes oral, written, physical, or electronic communications (Phone, inter-net, etc). Any student who threatens others with serious injury or death or who talks of bringing a weapon to school may be referred to a local law enforcement agency. (Act 1520 of 1999).

R. Violation of District Technology/Internet Policy

AR Code 6-21-107 as amended by Act 912 Of 2001 specifies punishment for violation of District Technology/Internet policy. See the Acceptable Use section in the handbook.

S. Violation of District Medication Policy

This includes any prescribed medication, over-the-counter medication or pills (No-Doz, Yellow Jackets, etc.) and homeopathic (herbal or naturally occurring) preparations. See the Medication Policy section in handbook.

Level 2 Offense Descriptions

A. Truancy (Absent, off campus)

AR Code 6-18-201 mandates daily attendance until age 18.

B. Unauthorized Possession or Theft of Property.

"Found" items must be turned in immediately. "Found" items that are not turned in are wrongfully possessed and a violation of this section. A student shall not steal or attempt to steal school or private property while under jurisdiction of the school. Students or their legal guardians shall make restitution for any property stolen and shall be subject to other disciplinary measures.

C. Damage or Destruction of School/Private Property.

A pupil shall not cause or attempt to cause damage to school or private property. The school district may take legal steps if necessary to recover damages from the student destroying the school property. Parents or guardians of any minor under the age 18 will be liable for damages caused by said minor.

D. Contraband Items

A student shall not possess contraband that is disruptive. The purpose is to avoid distracting and time-consuming episodes of inattention, ownership disputes, emotional upsets over lost items, and to insure that students can hear instructions. Examples are items like edibles, trading cards, drug paraphernalia, or any item that resembles or is represented as a weapon, such as, offensive sprays, lighters, matches, paintball guns, wallet chains, choker chains, bullets or ammunition.

Students are not to bring electronic games, radios, TVs, tape or CD players, beepers, walkie-talkies, scanners, cellular phones, or other electronic devices to school during normal school hours.

According to Act 447 of 2001, students are allowed to possess electronic communication devices after normal school hours for extracurricular activities. Exceptions may be granted by the building principal.

E. Tobacco, Possession or Use

In keeping with AR Code 6-21-609 passed by the 1987 Arkansas legislature, there will be NO tobacco products carried or used on the Mountain Home Public School campuses. Students will be disciplined if they are found either possessing or using tobacco or tobacco products on the campus. Lighters, matches, etc. are considered contraband.

F. Refusal to Comply, Defiance

Open, bold resistance to authority.

G. Fighting

A pupil shall not cause or attempt to cause physical injury or behave in such a way as to reasonably cause physical injury to a fellow student or any other individual.

H. Verbal Abuse of School Personnel

Verbal abuse to school officials is prohibited by AR Code 6-17-106 as amended by Act 1565 of 2001 which reads: "1) It is unlawful, during regular school hours, and in a place where a public school employee is required to be in the performance of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to: A) cause a breach of the peace, B) materially and substantially interfere with the operation of the school; or C) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. 2) A person who violates this section shall be guilty of a misdemeanor and upon conviction be liable for a fine of not less than one hundred dollars (\$100) nor more than one thousand five hundred dollars (\$1,500). This law is interpreted to cover all school employees including classified personnel such as secretaries and custodians. Bus drivers are specifically protected under AR Code 5-60-113.

I. False 911 Call

Level 3 Offense Descriptions

A. Weapon, Dangerous Object (Possession, Intent, or Use)

A pupil shall not possess, threaten with, or use a knife, razor, ice pick (AR Code 5-73-120), wallet chain, large ring, pepper or tear gas sprays (AR Code 5-73-124), laser pointers (AR Act 1408 of 1999), or any other object that reasonably can be considered a weapon or dangerous to others. Any item that aids in the violation of school rules is prohibited.

B. Major Disruption or Fight

No pupil shall:

1. Occupy any school building or properties with intent to deprive others of its use where the effect thereof is to deprive others of its use.
2. Block the doorway or corridor or any school building or property so as to deprive others of access thereto.
3. Prevent or attempt to prevent the convening or continued functioning of any school class, activity or lawful meeting or assembly on the school campus.
4. Prevent students from attending a class or school activity.
5. Block normal pedestrian or vehicular traffic on the school campus or adjacent grounds unless under the direction of a school administrator.
6. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class or any

other

school activity.

7. In any other manner by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally

cause

the disruption of any lawful process or function of the school or engage in any such conduct for the purpose of causing the disruption or obstruction of any such law-process or function.

8. Refuse to identify her/himself on request of any teacher, principal, superintendent, school bus driver, or other school personnel.
 9. Encourage other students to violate any rule or school board policy.
 10. Fights involving more than two individuals will be regarded as a major disruption.
- C. Physical Abuse, Assault on School Personnel, or Death Threats (As defined by Act 1046 of 2001) to School Personnel, Students**
A student shall not cause, or attempt to cause, physical injury or behave in such a way as could cause physical injury to a school employee, fellow student, or other individual.
- D. Explosives, Fireworks (Possession or Use)**
A student shall not possess firecrackers, smoke bombs, stink bombs, cherry bombs, or any other kind of fireworks that reasonably could be a danger to himself/herself or to other students; that could cause damage to school property; or that could be disruptive to the learning climate of the school.
- E. False Fire Alarm or False Bomb Threat**
A student shall not cause unnecessary alarm and educational disruption by falsely reporting an emergency situation. AR Code 5-71-210 as amended by Act 567 of 2001 makes such action a Class D felony.
- F. Arson or Attempted Arson**
- G. Possession of Illegal, Misrepresented or Misused Substances**
A pupil shall not possess, sell, use, transmit or be under the influence of any intoxicant, mood altering drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended; or what the student represents or believes to be any substance listed above. Students will be considered under the influence if any measurable amount of alcohol is found to exist. All drug paraphernalia is strictly prohibited.
- H. Distribution of Illegal, Misrepresented or Misused Substances**
- G. Possession of Firearms**
No person shall possess a firearm (pellet gun, handgun, rifle, shotgun) on school property (AR Code 5-73-119 as amended by Act 1282 of 1999). Such possession also mandates expulsion for a one-year minimum (AR code 6-18-507 as amended by Act 1150 of 1999); provided that the superintendent shall have discretion to modify such expulsion requirement on a case-by-case basis. Additionally, parents of students expelled for this offense must sign a statement, prior to re-enrollment, acknowledging that they have read and understand current laws regarding the possibility of parent responsibility for allowing a child to possess a weapon on school property. All such expulsions will be reported to the Arkansas Department of Education for inclusion in their Registry of Students Expelled For Firearms Or Violence.

Other Offenses

Distribution of Literature

1. Students shall have the right to distribute and possess literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets, except that the district may prohibit a specific issue of a specific publication if there is substantial, factual basis to believe its possession or distribution will cause, or is causing, substantial disruption of school.

2. The time, place and manner of distribution of literature may be reasonably regulated by the district, provided such regulations:
 - a. Are uniformly applied to all forms of literature:
 - b. Allow distribution at times and place where no interference with school activities will occur:
 - c. Be specific as to places and times where distribution is prohibited; and
 - d. Do not inhibit a person's right to accept or reject any literature distributed in accordance with the rules.
3. All petitions shall be free of obscenities, libelous statements and personal attack and shall be within the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or retribution from members of the staff and administration.

Sexual Misconduct

A student shall abstain from inappropriate sexual conduct.

Display of Affection

A student's display of affection or emotions, is restricted toward each other, except on the basis of common courtesy. Examples of restricted displays are as follows: holding hands, hugging, kissing, sitting on laps, etc. Students that do not refrain from the above behaviors will be disciplined.

Student Handbook

Students shall abide by all regulations set forth in the student handbook that is normally issued at the time of enrollment, plus any items that are added throughout the year.

Behavior Not Otherwise Covered

The school district reserves the right to punish behavior which is not conducive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules or student handbook.

Student Guidelines for Athletic Events

Any K-3 student who attends an athletic event at Bomber Stadium will be expected to comply with the following rules:

1. Must remain inside the fenced area upon entry to the event. Exiting will require another cost of admission.
2. Will stay away from the restroom areas except to use the facility.
3. Will only go inside the track area to form a spirit line.
4. Will not stand near the edge or on the top row of bleachers for safety reasons.
5. Will not be allowed to engage in dangerous or disruptive play such as throwing objects or running.
6. Should realize that this is a school activity and that all school rules apply.
7. Will be asked to leave the event should he/she become disruptive.
8. All 5A Conference rules apply at all events, these prohibit full face and body painting, unless permission is given by the building administrator, during special events throughout the year.

The K-3 Discipline committee recommends that students in grades K-3 be accompanied by an adult to all district sport events.

Search And Seizure

1. A pupil's person and personal belongings may be searched when the student or personal belongings contain evidence of an illegal act, contraband or school rule violation.
2. Dangerous items (such as firearms, weapons, knives and controlled substances such as defined by AR Code 6-21-608 and other items which may be used to substantially disrupt

the education process will be removed from the student's possession and will be reported and transmitted to the proper authorities.

- a. A student will be asked for his/her consent prior to a personal search. Assistance from parents and others may be sought if a student objects to a personal search unless there is reasonable cause to believe that a dangerous item is being concealed. A search warrant may also be obtained.
- b. A pat-down search of a pupil's person should be done by a school official of the same sex and with a witness present.
- D. Random and unannounced searches utilizing hand-held metal detectors may occur throughout the school year.

Expulsion-Due Process

The superintendent, or in his absence the assistant superintendent, shall give written notice, mailed within five days from the administrative recommendation for expulsion, to the parent/guardian if the pupil is a minor, or to the pupil if he is an adult. Such hearing will be conducted not earlier than three calendar days nor more than seven calendar days following the date of the notice except that the superintendent and the pupil and the pupil's parent/guardian may agree in writing to a date not conforming to this limitation. Hearings may be waived by the student and parents in writing.

In every case of a hearing held by a school board regarding the expulsion of a pupil, the president of the school board, or in his absence another member selected by the board, shall preside at the hearing. The student shall be entitled to representation by a lawyer or lay counsel. The superintendent or his designee shall present evidence and may present witnesses or statements of those persons having personal knowledge of the events or circumstances giving rise to the expulsion recommendation at the hearing. The student or his representative may then present witnesses or statements by witnesses with personal knowledge of events and circumstances giving rise to the expulsion recommendation at the hearing. Normally, formal cross-examination will not be permitted, however the student or his/her representative will be allowed to question the witness. Opportunity shall be afforded for the student to observe all evidence offered against him/her. Members of the board may question any witness. (Arkansas law makes no provisions for the taking of the testimony under oath and no sanctions for perjury.)

The president of the Board has the authority to limit unproductive, long, or irrelevant questioning or discussion by non-board members.

In compliance with Act 472 of 1995 it is the policy of the Mountain Home School District that when a student, otherwise eligible for enrollment, is currently under an order of expulsion from the last school district attended, a hearing before the School Board shall be held before that student may be enrolled.

Prior to the hearing, the Superintendent shall obtain a full report from the former district concerning the expulsion. At the hearing, the Board shall review the report from the former district, and have an opportunity to question the student and his/her parents concerning the alleged misconduct. The Board may rule that the student may not enroll until the student's expulsion from his/her former district has expired.

Sexual Harassment Complaints

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when-

- a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

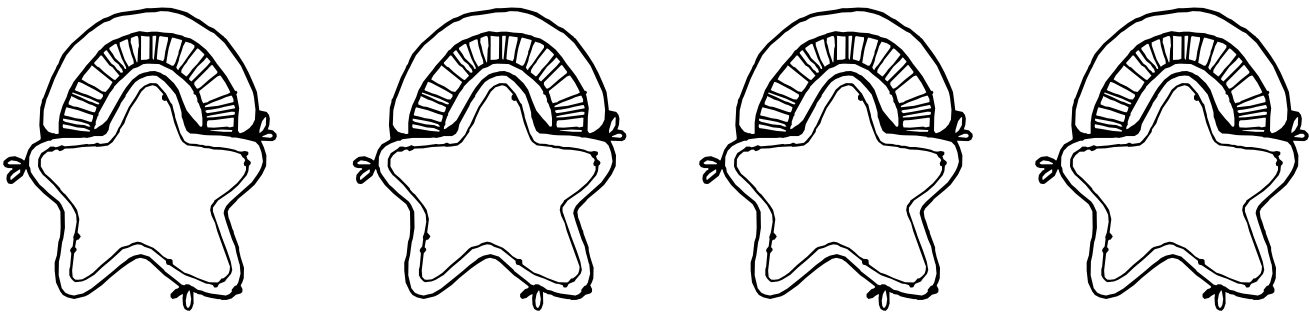
Sexual harassment, as defined above, may include but is not limited to the following: Verbal harassment or abuse, Pressure for sexual activity, Repeated remarks to a person with sexual or demeaning implications, Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., Displaying pornographic materials, Inappropriate patting or pinching, Intentional brushing against a student's or an employee's body, and/or Any sexually motivated unwelcome touching.

Procedures

Any person who alleges sex discrimination or sexual harassment by any staff member or student may complain directly to the building principal, guidance counselor, or to the Equity Coordinator, the individual designated to receive such complaints. The Equity Coordinator for Mountain Home Public Schools is Mr. Steve Bergman. His phone number is (870) 425-1201 with the mailing address of 1230 S. Maple Street, Mountain Home, AR, 72653, and the e-mail address of stbergman@mtnhome.k12.ar.us. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Student Equity Grievances

Any person having inquiries concerning compliance with Federal laws (Title VI of the Civil Rights Act of 1964, Title IX of Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973) is directed to the Equity Coordinator for Mountain Home Public Schools, Mr. Steve Bergman. His phone number is 425-1201 with the mailing address of 1230 S. Maple Street, Mountain Home, AR, 72653, or the e-mail address of stbergman@mtnhome.k12.ar.us



Bus Discipline

All Offenses will be handled through the recommended school discipline policies with the exception of the following occurring on school buses. Any student suspended from riding a bus is suspended from all district buses with the exception of special school related activities.

Parents will receive notification on all offenses.

EXAMPLES OF OFFENSES AND ACTIONS TO BE TAKEN ARE:

LEVEL 1 (Minor Offenses)

Noisy or annoying behavior	Failure to comply	Improper boarding/departing
Out of Seat or out in aisle	Chewing gum	Unauthorized transportation
Turned around in seat	Eating or Drinking	Bringing objectionable objects
Rudeness, improper language	No bus pass	Horse-play, light pushing
Throwing objects	Littering	Any body part out of Bus Window

ACTIONS: 1ST Offense - Warning
2nd Offense - 1 day bus suspension
3rd Offense - 1 to 10 day bus suspension
4th Offense - Administrative Discretion

LEVEL 2 (Serious Offenses that directly affect others)

Rough Play	Spitting	Bringing dangerous objects
Fighting	Profanity	Theft or dishonesty
Getting on any bus when riding privilege has been suspended		Disrespectful Behavior
Damage to property	Defiance	Refusal to obey driver

ACTIONS: 1ST Offense - 1 day bus suspension
2nd Offense - 1 to 10 day bus suspension
3rd Offense - 1 to 3 day school suspension
4th Offense - Administrative Discretion

LEVEL 3 (Severe Offense)

Public Indecency	Sexual Harassment
Drugs or Alcohol	Possession of weapon

Level 3 offenses are ZERO tolerance items, which could result in 1 to 3 day school suspension combined with bus suspension for the remainder of the school year.

Board Approved July 9, 2001

Mountain Home Public Schools

~~District Policies For Students Riding~~ The School Bus

1. Be at the bus stop at the scheduled time. Stand back about ten feet from the bus stop and wait until the door is opened before moving close to the bus.
2. While loading or unloading, enter or leave bus orderly and quickly.
3. While riding the bus, students are under the supervision of the driver and must obey the driver at all times. Students causing disciplinary problems on buses will be identified and disciplinary action taken.
4. Students are expected to conduct themselves in a manner such that they will not distract the attention of the driver or disturb other riders on the bus.
5. No food or drink will be distributed on buses. No knives or sharp objects are allowed. No firearms, ammunition, fireworks, pets or other animals are allowed. No skateboards, radios, video games, or tape players are allowed.
6. Pupils must remain seated while the bus is in motion. Do not put arms, hands, head, or body out of the windows.
7. A student will be liable for any damage he/she does to the bus.
8. Students who must cross the road or highway to enter the bus must always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches the stop, wait until the bus has come to a complete stop and the driver has signaled you to cross.
9. Students who must cross the road after leaving the bus in the afternoon, must go to a point on the shoulder of the road 15 feet in front of the bus, or until you can plainly see the bus driver, and wait for the driver to signal you across.
10. Students must ride their assigned bus. Those needing to ride another bus or get off the bus at a point other than normal for any reason must bring a note with parent permission to their building principal. The office will then issue a "Permit to Ride Bus" form which the student will present to the driver of the bus they are to ride that day. Mountain Home Public Schools will not assume responsibility for transportation of students to special events after school.
11. Mountain Home School District will not be responsible for any personal items lost, stolen, broken or damaged on the school bus.
12. For transportation assistance before 8:00 a.m. and after 4:00 p.m., call or 425-1240.

Mountain Home School District Computer and Network Appropriate Use Policy

The Mountain Home School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not following them.

The technology committee of Mountain Home School has developed the following policy for the student body covering the use of a computer and/or computer network. This policy covers any person using a computer and/or computer network while on the school campus or when contacting the school's system from a computer outside the physical boundaries of the school.

All potential users of computers/computer networks (including the Internet) at Mountain Home School must read the following policy and agree to abide by it before being granted access to the system.

A. Educational Purpose

1. This network has been established for educational and administrative purposes only. Mountain Home School District has installed an Internet filtering system and every computer on the school's network is filtered to prevent computer users from accessing materials harmful to minors.
2. Use of the computer is a privilege, not a right, and misuse of the computer and/or computer network will result in temporary/permanent revocation of this privilege.
3. All computers are in teacher-supervised areas, including classrooms, the media center and computer labs. The computers/network will be used for the pursuit of intellectual activities, to seek educational resources, career development and other educational purposes. The school's network will be used only for approved educational purposes. An adult will be in the room at all times when students are using computer equipment. The adult will monitor student computer use and will take appropriate action if they detect misuse of the equipment.
4. The school network may not be used for commercial purposes. This means you may not offer, provide or purchase products or services through this network.
5. You may not use the network for political lobbying. However, you may use the network to communicate with elected officials and may express to them your opinion on political issues.
6. All computers and computer work will be free from interference by others.

B. Internet Access

1. All students will have access to the Internet and World Wide Web information resources through their classroom, library and/or school computer lab.
2. Students will not be allowed to post Web pages on the school's network. However, students may contribute to a school's web page when asked to do so by a school employee. Nothing will be placed on the school's web pages without the permission and approval of the school Web Master.
3. Students may not bring their personal laptop or desktop computers to school, nor may they access the school network from any computer other than a school provided one. The only exception to this is for students with an IEP that allow them to use a laptop computer for specific activities. In this case, these students will have permission and be monitored at all times by a classroom teacher and will not be on the school's network.

C. Personal Safety

1. Students will protect their personal safety while using the Internet.

2. Students will not post personal contact information about themselves or other people. Personal contact information includes your name, school address, work address, home address, social security number, telephone number, credit card numbers, etc.
3. Students will not agree to meet with someone they have met on the Internet without their parent's approval.
4. Students will promptly disclose to the teacher or other adult any message you receive which you believe is inappropriate or that makes you uncomfortable.

D. Unacceptable Uses

The following uses of the system are considered unacceptable:

1. Illegal Activities

- a. Students will not attempt to gain unauthorized access to the system or to any other computer system through this network or to go beyond access authorized by the teacher or other responsible adult. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purpose of browsing.
- b. Any unauthorized, deliberate action that damages or disrupts a computer, a network (or related hardware, software, and data), alters the normal performance of said equipment, or causes it to malfunction is a violation of policy regardless of system location or time duration. User will be financially responsible for such damage. This includes, but is not limited to the spread of computer viruses and worms. These actions are illegal. This also includes the unintentional spread of a virus when doing other activities which are prohibited in this policy.
- c. Students may not visit nor download materials from personal websites, neither their own nor any other individual's personal site unless asked to do so by a teacher as a class assignment.
- d. The system will not be used to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

2. System Security

- a. Any attempts to violate the security of the network are prohibited. If you have identified a possible security problem, you are responsible for informing a teacher or the network administrator. Do not go looking for security problems, because this may be construed as an illegal attempt to gain unauthorized access to the network. Any user identified by the system administrator as a security risk or as having a history of problems with computer/computer systems may be denied user privileges. Attempts to secure a higher level of privilege on network systems are prohibited.
- b. Avoid the inadvertent spread of computer viruses by following the District virus protection procedures. Only school-supplied disks will be used in any computer on the Mountain Home campus. Files will not be downloaded from floppy disks or networks without the authorization of a teacher.
- c. The copying of system files is prohibited. The copying of copyrighted materials, such as third party software, without the express written permission of the owner or without the proper license, is prohibited.
- d. Decoding or attempting to decode system or user passwords is prohibited.
Intentional attempts to "crash" network systems or programs are prohibited.
Attempts to secure a higher level of privilege on network systems are prohibited.
Users are prohibited from using any type of "hacker" tools to try to break into the system, either at the school or from a remote site. Any attempt to circumvent firewall filtering is prohibited.

3. Inappropriate Language and Sites

- a. Users of the school network will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and disrespectful or otherwise objectionable language.
- b. Users may not visit nor download materials from any site that contains offensive, obscene or immoral pictures (ex. pornography and nude photos), profane language, or any other material inappropriate for an educational setting. Neither shall you access material that advocates illegal acts, violence or discrimination towards other people (hate literature).

- c. Users will not use any method to bypass the school's selected filtering process.
- d. The technology will not be used in any immoral or unethical manner.
- e. Users will not post information that could cause damage or a danger of disruption to the district network or systems.
- f. Students may not visit chat rooms or use instant messaging services while on the school network.
- g. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Harassment is not permitted. Harassment is defined as persistently acting in a manner that causes distress or annoys another person. If you are told by a person to stop sending them messages, and you continue sending them, that is harassment.
- h. Users will not knowingly or recklessly post false or defamatory information about a person or group.
- i. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrative personnel. This will protect you against a claim that you have intentionally violated this policy.
- j. Your parents should instruct you if there is additional material that they think is inappropriate for you to access. The district fully expects that you will follow your parent's instructions in these matters.

4. Disrespect of Privacy

- a. Users will not re-post material that was sent to you privately without permission of the person who sent you the material.
- b. Users will not post private information or details about another person.

5. Disrespect of Resource limits.

- a. Deletion, examination, copying or modification of files and/or data belonging to others is prohibited.
- b. Access to programs, computer games, or the Internet without authorization from a teacher is prohibited.
- c. Students may not check their personal e-mail or personal web page(s).
- d. No files or software may be downloaded from the Internet or from a disk or other media without the approval of a teacher or administrator. If a downloaded file is large, it must be removed from the system computer to your personal media. NO GAMES will be downloaded from the Internet or installed from a disk on school computers by anyone other than a school employee.
- e. Students will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- f. Disk space usage is controlled on the network. Users should not use their assigned space for long-term storage of information or programs. Files that are not a part of the operating system or utility software may be routinely removed from the drive without warning. Repeated abuse of disk space policies will result in sanctions and may result in the loss of account privileges.

6. Plagiarism and Copyright Infringement

- a. Plagiarism of other's work is unacceptable and those who use the ideas or writings of others as their own will be subject to disciplinary action. Respect for intellectual labor and creativity is vital. Because electronic information is easily reproduced, respect for the work and personal expression of others is critical. Violations including copying and using the work of another person as your own, unauthorized access into another person's account, and other abuses of electronic information are prohibited.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- c. Software may not be copied unless doing so is legal. Please refer to the Mountain Home Public School Policy on Use of Software for clarification.

E. Your Rights

1. Free Speech

Your right to free speech, as set forth in the Student Handbook, applies also to your communication on the Internet. The system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech solely because individuals in the district disagree with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your files.

3. Due Process

- a. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through this system.
- b. In the event there is a claim that you have violated this Policy in your use of the system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the appropriate administrator.
- c. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the discipline policy. Additional restrictions may be placed on your use of the network as follows:

First Offense--One-week suspension from computer use at school plus any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.

Second Offense--Two weeks' suspension from computer use at school plus any other action as deemed necessary by the school principal. A parent-principal conference will be conducted to emphasize that future offenses will result in suspension for the remainder of the semester. The student will do his or her computer assignments outside school or he or she will receive no credit.

Third Offense--Suspension for the remainder of the year from computer use at school, and any other action as deemed necessary by the school principal. Students will be responsible for all assigned computer work while suspended.

SEVERE CLAUSE: The Principal has the discretion to bypass any level of offense and invoke a higher level. Examples of instances where the severe clause may be used are: intentionally placing a virus on a computer or network or trying to gain access to the network through "hacking." Any attempts to damage computers or break into the network will not be tolerated. Students may be permanently banned from using computers at the school under extreme circumstances.

F. Limitation of Liability

The Mountain Home School District makes no guarantee that the functions or the services provided by or through the district computer system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss or data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Due to the open nature of the Internet, no liability will be assumed by this school district, any district employee, or any other participant in the Mountain Home School administration for the use or misuse of this system. It is the responsibility of each user to make good decisions about what information is retrieved and what is done with that information. Any student or user under the age of eighteen agrees to make this policy known to his or her parents and to obtain their written approval in order to use the Mountain Home computers/computer network.

G. Personal Responsibility

Improper use of the system or the Internet will not be tolerated. Noncompliance with this policy will result in immediate removal of user's computer privileges. Remember you are using a network and you may be leaving electronic footprints that can be traced back to your activity.

Be a responsible computer user and use your common sense. You will know what is right and what is wrong. If you will do what you know is right, you will not have a problem.

This policy will be periodically reviewed/revised as deemed necessary by the Mountain Home School District Technology Committee.



Student School Records and Educational Records

1. The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials."
2. Parents of students may inspect these records and challenge any records that may be misleading, inaccurate or otherwise inappropriate.
3. Personally identifiable data concerning a student may only be released with his/her parent's written permission unless required by state or federal law. Requests to release records or to give personal information over the phone cannot be honored by law. For the protection of the student, a person receiving records may be required to sign a form before the school will release the information.
4. Other school officials within the same school or officials of other schools or school systems in which the student has enrolled may request and receive a student's record.
5. When any student has reached the age of 18 or is attending an institution or post secondary education, the law states that "the rights accorded to and the consent required

of the parent of the student shall thereafter only be accorded to and required of the eligible student".

6. Student records include files, documents, tapes, films, etc., which contain personally identifiable information directly related to a student.
7. Records that are given to the school by students/parents are unofficial. Official records can only be obtained between school districts.

Parents, Some Disabilities Can Be Seen-Some Cannot

If you suspect that your child has a physical, mental, or emotional disability, your local school district would like to help you provide him/her with a program to meet his/her needs. Call your child's school principal and ask for help.

Civil Rights Responsibilities

The Mountain Home Public School District and Baxter County assures the Director, General Division, Arkansas Department of Education, that all schools within the district are in compliance with the following civil rights regulations as stated:

Title VI, Section 601, of the Civil Rights Act of 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Section 901, of the Education Amendment of 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified handicapped individual in the United States...shall, solely by reason of handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

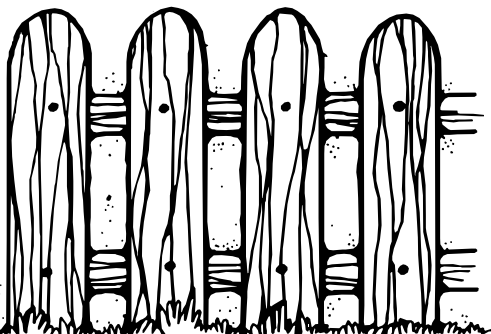
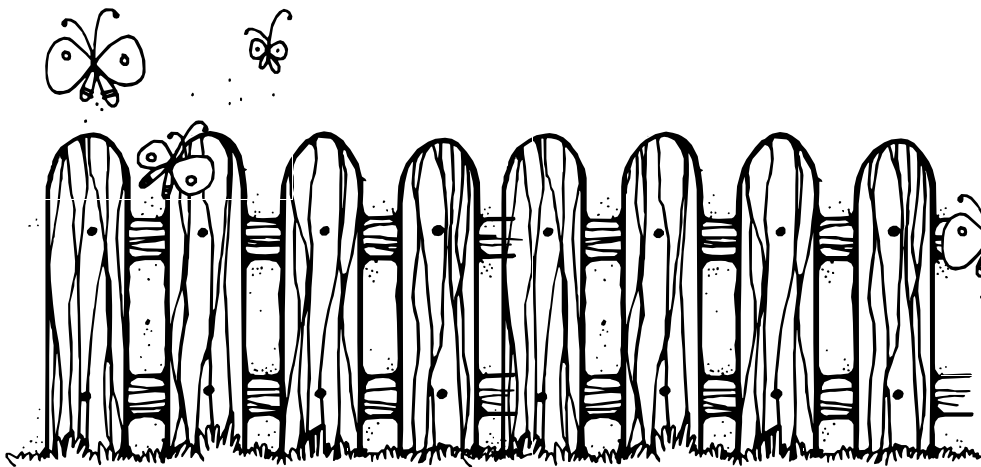
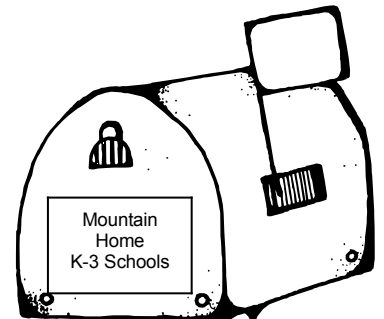
Steve Bergman, Equity Coordinator
1230 South Maple Street

Mountain Home School District Schools Grades 5-12

Pinkston Middle School
Grades 5, 6 & 7
1301 South College
Joe Fisher, Principal
Jeff Kincade, Assistant Principal
Michelle Mc Williams, Assistant Principal
425-1236

Mountain Home Junior High School
Grades 8 & 9
2301 Rodeo Drive
Wes Henderson, Principal
Janet Wood, Assistant Principal
425-1231

Mountain Home High School
Grades 10, 11, & 12
501 Bomber Boulevard
Dana Brown, Principal
Ron Czanstkowski, Assistant Principal
Bill Keaster, Assistant Principal
425-1215



STUDENT NAME

DATE

1. I have received the Student-Parent Handbook complete with medication (pgs. 19-21), discipline (pgs. 21-34), and bus (pgs. 35-36) policies and procedures for the 2002-2003 school year for:

Check one

_____ Mountain Home Kindergarten

_____ Nelson-Wilks-Herron Elementary

2. I have been provided the opportunity to purchase student health insurance from Mid-West National Life Insurance.

Yes

No

3. I have been provided the opportunity to apply for Food Service's Free and Reduced Meals Program.

Yes

No

4. My child has permission to attend events that require travel by bus away from the school site.

Yes

No

5. I have received the Mountain Home School District Computer and Network Appropriate Use Policy for computer usage (pgs. 37-41) and agree that my child will abide by the policy.

Yes

No

I, _____, will abide by the district policy as directed by my teacher.
(Student Signature)

Parent Signature

Notes
